



Forward Exam Test Administrator (TA)/Proctor Checklist



| Test Administrator - Activity | Target Completion Date | Resource |
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| BEFORE TESTING | | |
| 1. Attend your school's or district's training session if one is offered and review all Forward Exam documents, particularly the <i>Test Administration Manual (TAM)</i> . | 3 Weeks prior to testing | TAM |
| 2. Review the trainings recommended by the SAC. | 3 Weeks prior to testing | TAM |
| 3. Show students the Student Tutorial. | 2-3 Weeks prior to testing | TAM |
| 4. Provide students with a walk through of the Forward Exam Online Tools Training (OTT) to build familiarity with navigation of the system, tools, and any applicable accessibility features. | 2-3 Weeks prior to testing | TAM |
| 5. Work with SAC to ensure that each student's enrollment information has been loaded into eDIRECT and is accurate for each student. | 2 Weeks prior to testing | eDIRECT User Guide – Student and Test Setup |
| 6. Work with SAC to ensure that each student's accommodations in eDIRECT match up against his or her IEP or other relevant documentation as appropriate. Contact SAC to update information if necessary. Ensure the appropriate online accommodations appear on student's test tickets. | 2 Weeks prior to testing | Accessibility Guide |
| 7. Ensure that INSIGHT has been installed on any computer(s) on which students will be testing. | 2 Weeks prior to testing | Technology User Guide |
| 8. Perform an equipment needs check based on individual student requirements. 9. Work with the SAC to identify students who will need specialized equipment for accommodations. 10. Review standardized protocols for read aloud and scribing, if necessary. | 2 Weeks prior to testing | TAM Accessibility Guide |
| 11. Verify the security of the testing environment by ensuring that students have access to only allowable resources. 12. Ensure that no instructional materials directly related to the content of the tests are visible to students. 13. Remind students that cell phones and other electronic devices are not allowed during a testing session. 14. Review all security procedures and guidelines in the TAM. | 1 Week prior to testing | TAM |
| 15. Communicate to students the need for headsets in order to take the ELA Exam. | 1 Week prior to testing | TAM |

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| <p>16. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing.</p> <p>17. Also have extra headsets on hand for students who may forget to bring theirs.</p> <p>18. Reminders should be sent several days before and the day prior to testing students remember their headsets.</p> | | |
| DURING TESTING | | |
| 19. Administer the Forward Exam following the script and directions for administration. Provide any necessary accommodation supports. | Ongoing during administration | TAM |
| 20. Ensure all programs or applications, particularly those that use audio or video resources, are closed on every testing device prior to launching INSIGHT. | Ongoing during administration | TAM |
| <p>21. Monitor the security of the testing environment</p> <p>22. Ensure students have access to only those allowable resources, including cell phones.</p> <p>23. Ensure no instructional materials directly related to the content of the tests are visible to students.</p> <p>24. Document and report any potential test security issues and report to the SAC immediately after learning of the incident.</p> | Ongoing during administration | TAM |
| 25. Make sure the physical conditions in the testing room are satisfactory. Students should be seated so that there is enough space between them to minimize opportunities to look at each other's screen. | Ongoing during administration | |
| 26. Plan a quiet activity for each testing session for students who finish early. The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book. | Ongoing during administration | |
| 27. Ensure proper handling of all printed test materials, notepaper, and test tickets. Collect all test materials and test tickets on each day of testing and then destroy according to security policy. | Ongoing during administration | TAM |
| 28. Raise any technical issues with the SAC for resolution. | Ongoing during administration | |
| AFTER TESTING | | |

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| 29. Securely dispose of all printed testing materials, including test tickets, print-on-demand documents, and scratch paper in a secure manner. | Immediately after testing | TAM |
| 30. Follow up on and report any outstanding test security incidents. | Immediately after testing | TAM |